

EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Community Justice	CLASSIFICATION:	220
SUPERVISOR:	Director, Community Justice	SALARY RANGE:	26
UNION (Y/N):	Yes	LOCAL:	AFSCME 1442

GENERAL STATEMENT OF DUTIES: Support and maintain a dynamic environment that provides assessment and interventions for youth and adult offenders, through a cognitive or restorative process that promotes the acceptance of responsibility, healthy habits, productive life styles and socially acceptable conduct. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Administer assessment tools such as, but not limited to, LS/CMI, JCP, mental health and suicide/NSIB assessments, substance use assessments, etc. Assign interventions based on risk levels and refer to appropriate services.

Work with other members of the Department to assist in the offenders' case planning. This includes, but is not limited to, monitoring behavioral and case plan domains, long- and short-term goals, determining appropriate interventions, etc. and making recommendations to the probation officer in regard to an offender's treatment needs.

Perform professional casework in intervention programs, counseling and rehabilitation of offenders. Ensure program fidelity.

Participate in weekly case reviews and treatment team meetings as directed.

Work with team members, supervisors and Forensic Program Coordinator to identify treatment needs and the development of treatment plans to address those needs.

Provide written reports, progress notes, treatment reviews, and other documentation so that accurate, up-to-date information is maintained in the offender case file, medical file and DOCS/ Juvenile Justice Information System (JJIS).

Recommend further mental and behavioral health programming to address offender needs.

Conduct weekly Intervention groups with for offenders dealing with specific mental/behavioral health programming needs (e.g., Dialectical Behavior Therapy (DBT), Mindfulness, Coping with Stress, Evidence-Based practices, skill building etc.).

Provide ongoing information and feedback to enable incorporation of Trauma-Informed Care and of mental and behavioral health interventions into Department goals and community programming.

Maintain communication with individual staff working with youth and adult offenders for information and consultation. Act as liaison and provide consultation with staff on appropriate ways to work with offenders who present with mental and behavioral health needs.

Provide technical expertise, advice and training to management and staff in the professional delivery of treatment and diversion services.

Advise, coordinate and consult with the Columbia County Sheriff's Office and other community partners to develop Restorative Justice programs to divert clients from further integration into the criminal justice system, reduce recidivism and provide alternatives to incarceration such as victim-offender mediation. Coordinate services with the Forensic Program Coordinator, Division Supervisor and Director to assist and advise in program development, diversion and community based interventions and evaluation.

Follow all safety rules and procedures established for work areas. Comply with all relevant County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Supervision of other employees is not a normal responsibility of this position.

SUPERVISION RECEIVED: Work under the general direction of the Director who reviews work according to established policies, procedures and standards.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Graduate degree in psychology, social work, behavioral science field or in recreational, music, or art therapy; or a Bachelor's degree in occupational therapy and licensed by the State of Oregon plus prior work experience in the delivery and development of intervention programs for youth and/or adult offenders in the correctional system. Any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above described duties may be acceptable.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of an appropriate Oregon motor vehicle operator's license and must be insurable under the County's liability coverage. Possession of, or ability to obtain within three (3) months of employment, Law Enforcement Data System Certification.

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of standard practices, materials and methods about criminal justice systems including Evidence-Based practices, DBT, Mindfulness, Restorative Justice programs, court processes, knowledge of behavior and adjustment problems in youth and adult offenders and methods of treatment, knowledge of state criminal laws. Familiarity with computers systems including commonly used application software programs such as word processing and spreadsheets.

Strong clinical, counseling and group intervention skills with adolescent and adult offenders. Strong organizational planning, research and execution skills

Ability to prioritize and organize in a fast paced, complex environment. Ability and drive to work in a team oriented environment where collaboration with all staff in divergent positions is imperative. Ability to prepare accurate and complete reports and communicate effectively in written or verbal form. Ability to communicate effectively with persons of various ethnic or racial groups and socio-economic levels who may be hostile or abusive. Ability to work independently with minimal

supervision. Ability to maintain harmonious and effective working relationships with fellow employees, other agencies, County officials and the general public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands for the position are typically minimal, involving the movement of files, books, equipment, etc., seldom exceeding 20 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Daily contact with youth and adult offenders; interact to diffuse offender aggression; may assist parole and probation officers in both office and field setting. May be required to respond to emergencies after hours. May require some evening and weekend work. Requires entry into jails and other correctional facilities. Exposed to hazards and risks which accompany exposure to offenders under supervision. Extensive travel required, making home, employment and other offender contacts, often in remote areas.